

Contra Costa County Conservation and Development Department

Electronic Plans and Online Document Submittal Guideline

For Flush Roof Mounted Residential Solar PV

The Contra Costa County Conservation and Development Department now accepts online permit applications and document submittal through our ePermit Center for installation of residential solar PV systems. The system must be flush roof mounted not more than 10 inches above the roof surface and up to 10kW. Applicants must first pre-register to become a user of the [ePermits Center](#).

Please note that the submittal method selected for residential solar PV projects must be consistent for the life of the project meaning all revisions that occur after permit issuance must also be submitted online. If the project scope is not deemed suitable for online processing upon initial review of application submittal documents, applicants will be notified to submit paper plans.

Online Application Process

Go to the County's ePermit Center at www.epermits.cccounty.us and click on the appropriate ePermits User Agreement to register for our site if not already registered. Applicant will receive an email with username and password after registration paperwork has been approved and account is activated.

To create a new application, log in to the ePermits Center, click **NEW** and then **Building Permit** from the navigation links on the top of the page. Follow the prompts and choose **Building - Residential Photovoltaic** from the **Select a Permit Type** choices. Complete the application fields and submit the application. After successfully creating the application number, go to the **Attachments** section of the permit detail and upload the following documents separately:

- Online Application Section B
- Required Eligibility Checklist for Residential PV and Structural Criteria Checklist
- **Plan Set with manufacturer's specification sheets for all components and module manufacturer's installation and grounding instructions.** Ensure the plan file is formatted as follows:
 - One multi-page PDF file with cover sheet, site plan, roof plan with cross section and attachment detail, electrical plan, NEC signage.
 - Drawings must be generated from drafting software (no scanned files)
 - Specification sheets and instructions must be clear and legible
 - Minimum 11 x 17 page size, landscape orientation, top of page is always at the top of monitor
 - Each plan page must have an empty column 3.5 inch wide x 6 inches tall on the right side of plan pages to allow for county stamps
 - File must be named as follows: **Permit Number - 123 Street Name - Plans**
- Owner-Builder form (only necessary if applicant is an Owner-Builder)
- Authorization of Agent for Owner-Builder (only necessary if applicant is an Owner-Builder)

When uploading each document, pick the matching document type from the drop down list and add a short description. Make sure to click SAVE. Once the above documents have been uploaded, staff will review the documents to ensure they are complete and qualify for electronic plan review. Staff will contact applicant if any documents are incomplete/missing or if submittal does not qualify for electronic plan review and what to do next.

Plan Review

When staff deem online submittal of documents to be complete, then staff will follow their workflow to review the plans. Each plan reviewer will contact applicant if corrections need to be made to the plan.

The progress of the plan review can be tracked online in the Processing section of the application.

Permit Fees

Application fees below are in effect as of 01/12/2015 and may be subject to change.

- Unincorporated County: \$401.00
- Clayton and Hercules: \$371
- Lafayette, Moraga and Orinda: \$397.50

If the solar PV system will be installed on a new structure, applicant must also apply for a separate building permit for the new structure.

Payment

Applicant will be notified by email to pay online after plans have been reviewed. Credit card payments have a 2.5% convenience fee added to the permit fee total by our third party credit card processor. E-check payments have a \$3.00 convenience fee. Please note that there will be two charges for the transaction - one for the permit fees from Contra Costa County DCD and the other by our third party payment processor for the convenience fee.

Permit Issuance and Inspection

After payment is made the issued permit card and reviewed stamped plans will be available on the ePermit Center for download. Applicant will be notified by email. Construction may start once the permit card is issued and posted at the job site. **The plans with the manufacturer's specification sheets for all components and module manufacturer's installation and grounding instructions must be printed in color and be 11x17 minimum page size and posted onsite.**

The **120 Building Final** inspection type can be scheduled by:

- Interactive inspection scheduling phone number at (925) 646-4108 or
- Online at www.epermits.cccounty.us (must be pre-registered as an ePermit Center user to schedule)

Inspection requests received within business hours are typically scheduled for the next business day. A 3 hour window will be assigned on the day of the scheduled inspection. Time frames can be checked after 8:45AM on our website at www.cccounty.us/inspections.

Please note that if the permit card and plans are not made available to the inspector as described in the previous paragraph above, the inspector will have to make a return trip and applicant will be charged a re-inspection fee of \$100.

Revisions

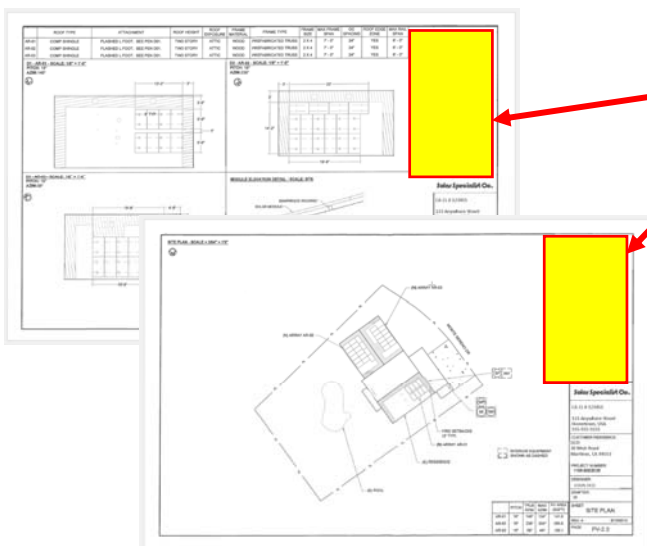
If a revision to the plans must be made after permit issuance, **upload only the plan pages that require revisions** on the ePermits Center to the permit. The file should follow the same formatting requirements as stated in the previous section. The file shall be named as follows: **Permit Number - 123 Street Name-Revision**. The revision file will be reviewed and made available for download on the ePermits Center once the plans have been approved. The reviewed and stamped revision file must be printed in color and be 11 x 17 minimum page size to accompany the original reviewed plans. Depending on how extensive the revisions are, there may be additional fees due for plan review and processing.

Formatting Guidelines

Follow the guidelines to help expedite approval of your plans. We will ask for a resubmittal if the guidelines are not met.



- ☐ Create ONE multi-page PDF file, 11 x 17 minimum size.
- ☐ Drawings must be computer generated and in monochrome color. All pages must be saved in landscape orientation with top of page at the top of monitor.
- ☐ Name the file "your permit number which starts with BIPVR--- Plans.PDF". For example "BIPVR15-123456 Plans.PDF"
- ☐ ALL Manufacturer's specifications sheets, instructions for installation, grounding and mounting must be included in the same file with plans.



- ☐ Leave a 3.5 inch x 6 inch column of blank white space on EACH plan page for County reviewer stamps.
- ☐ Blank column is not needed on specification sheets or other manufacturer instruction sheets.



- ☐ The Signage plan sheet shall be in color.
- ☐ Installation, grounding, mounting instructions and all other specification sheets may be fitted two pages on one 11 x 17 sheet